

C O N F I D E N T I A L

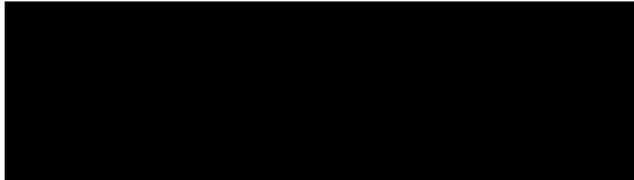
OTR NOTICE  
No. 12-68

11 July 1968

SUBJECT : Appointments to the Office of Training Career Service Panel  
25X1A

REFERENCE: [REDACTED]

1. Effective 15 July 1968 the OTR Promotion Panel will be redesignated as the Training (ST) Career Service Panel. The following officers are appointed members of the Panel:



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2. [REDACTED] Personnel Branch, will serve as Secretary to the Panel.

3. The Panel will meet monthly and will be responsible for:

a. The monthly review of promotion recommendations for members of the Training Career Service in grades GS-03 through GS-08.

b. The competitive evaluation and ranking for promotion of ST careerists in grades GS-09 and GS-10. This normally will be accomplished during the month of January. Rankings will be submitted to the Director of Training for appropriate action.

c. The review of recommendations for Quality Step Increases for personnel in grades GS-03 through GS-10.

d. The review of Field Reassignment Questionnaires and career plans submitted by personnel in grades GS-03 through GS-10 and the formulation of recommendations to the DTR for their reassignment, training, and career development.

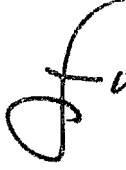

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4. All promotion recommendations should be addressed to the Chairman, Training Career Service Panel. Recommendations for QSI's should be addressed to the Director of Personnel with a concurrence line for the Director of Training.

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John Richardson  
Director of Training

**Distribution:**

OTR-Key IC

(School, Staff, Branch Chiefs  
and all Instructors)

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